

Announcement Number 16/14

OPEN TO: All Interested Candidates
POSITION: Mission Assistance Coordinator, FSN-9; FP-5 (step 1 through 4)
(*Position Grade for Not-Ordinary Resident FP-5 to be determined by Washington, Position Grade for Ordinary Resident is FSN-9)
OPENING DATE: April 14, 2014
CLOSING DATE: April 28, 2014
WORK HOURS: Full-time, 40 hrs week

All documents MUST be submitted in PDF format. All other formats will not be accepted.

NOTE: Please read the announcement carefully. Applicants should indicate the vacancy for which they are applying at the top of their CV. Only short listed candidates will be contacted. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government, and note the type of relationship.

US Embassy Tbilisi is seeking an individual for the position of Assistance Coordinator in the Executive Office of the US Embassy Tbilisi.

BASIC FUNCTION OF POSITION:

This position will function as the point of contact (PoC) within the embassy for all U.S. Government assistance programs to Georgia conducted under Chief of Mission (COM) authority. This individual will coordinate the Assistance Coordination Committee (ACC) under the authority of the Deputy Chief of Mission (DCM), ensuring mission-wide coordination of assistance in Georgia in line with U.S. foreign policy objectives.

- Serve as the PoC on assistance matters with EUR/ACE including coordinating post's response to budget, programming, and evaluation reports. Develop, organize, and maintain a spreadsheet of USG assistance programs to Georgia to respond to information requests from for both internal Department of State use and external communications. This information will serve as background for post's strategic plan, assistance factsheets and funding reports, as well as MRR development.
- Coordinate the ACC and its six working groups under the guidance of the DCM. As the PoC on USG assistance activities within the mission, maintain communications to enhance the central coordinating of all assistance activities through advice and recommendations to the agencies. This will entail developing agendas, communicating with participants, maintaining all documentation and minutes of the meetings. Support Working Group chairs with organizing monthly meetings in economic growth, democracy, peace and security, investing in people, gender, and occupied territories.
- Serve as the PoC for the Department of State's Humanitarian Program. In coordination with USG assistance providers, visit as appropriate DoS Humanitarian Program - funded projects to gather information of summary details of the programs and operations being conducted. Support Washington visits to monitor program implementation.
- Serve as the back-up Leahy/ Invest Coordinator at Post. Provide training and guidance to agencies submitting information into the Invest system. Coordinate among U.S. Embassy sections and offices to ensure timely submission of Leahy requests. Liaise with DRL on any technical issues, procedural inquiries and derogatory reviews.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. The candidate **must be a US citizen** and must have or be able to obtain a US government Top Secret security clearance prior to employment start date.
2. **Education:** Bachelor's degree in Social Sciences, Political Science and/or Business, International Relations or closely related field is required.
3. **Prior Work Experience:** Five years of program experience, or experience in the assistance field, or with the State Department or other government agency is required.
4. **Post Entry Training:** On the job training.
5. **Language Proficiency:** English Level IV (Fluent) is required.
6. **Knowledge:** Subject knowledge and wide range of experience in business and/or program operations, management, budget, reporting and research is required. A good working knowledge of Microsoft Office computer programs including: PowerPoint, Excel, Outlook and Word is required;
7. **Abilities and Skills:** Must organize factual material succinctly and present meaningful conclusions. Ability to obtain material from varied sources and prepare reports of a factual nature in precise and accurate form ;

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment DS-174;
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
3. Any other documentation (e.g. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. **You may apply on-line using the HROTbilisi@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Tbilisi:**
<http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html>
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTISED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

MAIL APPLICATION TO:

Human Resources Office

11 George Balanchine Street

Tbilisi, Georgia

Zip Code: 0131

Fax: (995-32) 227-77-07

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse; or same-sex domestic partner as defined in 3 FAM1610.
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

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EFM's without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

Closing Date for This Position: 28 April 2014

The US Mission in Tbilisi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement program.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Conard Hamilton

Human Resources Officer